



VAAFM  
Receives  
Variance  
Application

Administrative Assistant Forwards  
Application to EIAO and  
Compliance for Review

Compliance Reviews  
Application and  
Forwards  
Comments/Concerns  
to Program Chief

EIAO Reviews  
Application and  
Forwards  
Comments/Concerns to  
Program Chief

Program Chief Reviews  
Application and Comments from  
EIAO and Compliance.

Program Chief determines more  
information is needed to support  
applicant's process.

Program Chief Approves  
Application

Program Chief contacts Applicant  
and requests additional  
information needed for approval

Approved Application is  
Forwarded to Administrative  
Assistant

Program Chief  
does not receive  
information  
within 30 days of  
request

Program Chief  
receives  
information  
requested within  
30 days of request

Administrative Assistant sends a copy  
of Approved/Denied Application to  
the Applicant and Emails Inspector in  
Charge of Area to Inform of the  
Approval

Program Chief  
Denies Application  
and forwards to  
Administrative  
Assistant

Admin Assistant  
uploads copy of  
Approved/Denied  
Application to  
VAAFM File System